

CONFIDENTIAL

9 December 1970

MEMORANDUM FOR : Deputy Chief, Administration & Training Staff

SUBJECT : Management Effectiveness

REFERENCE : Implementation of OMB Circular A-44 (Revised),
dated 16 February 1970

1. With regard to the referenced request, the Training Branch would like to report its recent move of the Monday Security Education Program (SEP) to Friday of each week as representing an effective management move. The change in the scheduling resulted from a review of Branch man-hours spent in handling Security education lectures.

2. It was determined that during an average week, two Training Officers would be needed to handle regularly scheduled briefing and lecture commitments. However, in the event of a reduction in Branch personnel, our performance could only be maintained by re-scheduling, and in some cases, by withdrawing from those commitments. As a result of the re-scheduling of the SEP, it is now possible for one Training Officer to effectively handle all scheduled lectures.

3. Although we have taken on several new lecture commitments in recent months, they have been scheduled in such a manner that one officer could handle the Branch's scheduled work load.

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Chief, Training Branch, A&TS

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